

**HAYES TOWNSHIP BOARD
SPECIAL MEETING MINUTES
April 26, 2017**

The special meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix.

Board members present were Marlene Golovich, Robin Kraft, Paul Hoadley, Matt Cunningham and Ron VanZee. Audience members signed in were Annie Burnett, Dee & Gary Janz, Ben Cunningham, Frank Shepherd, Colin Davis, Kari Davis, Sean Davis, Doug Kuebler, Bob Jess, Omar Feliciano, David Zipp and Tamra Daman.

REVIEW AGENDA – Matt Cunningham made a motion, supported by Paul Hoadley to approve the agenda as presented. Motion Carried.

PUBLIC COMMENTS – No comments.

EAGLE SCOUT PROJECT – Colin Davis presented an Eagle Scout project proposal for the Hayes Township Eastern Ave. Beach. He is proposing to install a bike rack, refurbish three existing picnic tables, install a park information sign and a charcoal grill. Board consensus was to allow Colin to move forward on the refurbishing of the picnic tables. The Board is excited about the project and will review his proposal before the next regular meeting in May. The park has legal agreements with neighboring property owners and these must be considered before a decision on the entire proposal can be made.

TAX FORECLOSURE PROPERTY – Paul Hoadley made a motion, supported by Matt Cunningham to authorize the Clerk to sign the waiver for first right of refusal for property located at Charlevoix View Dr, tax ID # 007-550-074-10 & 007-550-075-10. Motion carried.

MOWING BIDS – Paul Hoadley made a motion, supported by Robbin Kraft to accept the proposal presented by B & G Enterprises to provide lawn care for the Hayes Township Hall and Fire Barn properties.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

DROP BOX – Omar Feliciano, Township web master, gave an overview of how Drop Box can be used to share documents. Drop Box will only be used by the Board to share documents with Omar to post on the web page. Drop Box will allow all board members to review the documents for accuracy before they are posted.

Public Comment

Who is authorized to post documents to the web

Don't we have Township emails

Determine who can and cannot edit

This could help with publishing requirements

Editing rights can be given to individuals

Isn't there a policy in place already for publishing to the web

Paul Hoadley made a motion, supported by Marlene Golovich to move forward with Drop Box for communicating with Omar. Omar will give instructions to everyone using it. Motion carried.

DATA BACKUP- Jim Schuman met with Paul & Marlene to discuss options for backing up Township data. Put on agenda for the May 8, meeting

RECORDING EQUIPMENT – Ron stated that the Board is trying to assess the need for recording meetings. When the microphone system was purchased the Township received a quote for recording equipment. The meetings could be recorded as a tool for the recording secretary and destroyed or erased after the official minutes are approved.

Public comment

Would love to see recording equipment – it an easy way to keep track of meeting business

It is an unnecessary expenditure

Not a common practice among other Townships

There has not been a problem with minute taking and accuracy only small typo errors

The Township always used to record the meetings – Ron asked if it was helpful – doesn't know

Keep the tapes archived

The minutes are for motions and resolutions not a verbatim of everything said at the meeting

The Township used to record 20 years ago. They never listened to the tapes as there were no discrepancies to check against the tapes.

Paul stated that MTA recommends that for accuracy the boards should always ask the person recording the minutes to read back the motions and resolutions. Small recorders are not that expensive but we should not incur the cost of a recording system.

Ron stated that Lansing always recorded their meetings and that Bay Township records their meeting too.

Paul stated it is a mistake to get overly detailed. To make sure Board decisions are accurate you should ask the Clerk to read the motions back. If it is to get rid of the secretary the answer should be no.

Public comment

What is the purpose of recording? To get rid of the secretary? To get all the details or transcribe the meeting word for word?

Bay does not record all their meetings just select meetings it used as the Clerk finds necessary

It is to help the recording secretary

If it is a public hearing you need more detail

Look at more prices

Accuracy is a big plus

Move into the 21st century

It is a growing trend and is not personal

How are citizens supposed to check written minutes against the recorded minutes. Ron stated that it is up to the Board to approve minutes.

Five to seven people are looking at the minutes. Why do we need recordings?

There are conflicting records

I have voted not to approve minutes because they were not correct.

Ron stated Boards are supposed to make corrections to the minutes of the meeting. Of course if a member does not agree with the changes made to the minutes they can vote no to approve.

Matt stated that if it is helpful and positive we should look into it. All meetings should be recorded.

Robbin stated it should be left up to the Clerk if she needs help.

Public comment

It is just another tool why is their opposition to it. It could aid the secretary as a backup

It could be helpful on the Planning Commission too

The parks & rec committee has no one to take minutes. They have trouble getting someone to take them.

Looking at a voice to text program.

Keep the tapes for six months.

Look at it as a positive and helpful tool

Paul asked the Clerk if there was any problem with reading the motion back. There is not a problem. Paul stated we should leave it alone for right now but keep it as an option if there is a need in the future.

Paul Hoadley made a motion, supported by Robbin Kraft in order to foster accuracy in the recording of motions and resolutions the Clerk will be asked to read back the motions and resolutions after they are made. Look at recording meetings if there is a problem. Motion carried.

Public comment

What about misquoted public comments.

Clerk Golovich explained that public comments must be allowed at board meetings but there is no requirement to give the name of the person giving the comments. The minutes would still be accurate if the Clerk only recorded "public comment was taken". Currently the Clerk tries to record the comments as stated but not the person who gave them.

Public comment

Motion should be made clear to everyone

What is the downside

Why do it

Not many other Townships are recording

ABANDONED CARS – Tim Berry asked if he could take parts off several old abandoned cars on township property. They have been exposed to the elements for a long time and have no value. Would Tim be willing to clean them all up? If you took a vehicle or equipment back there it would tear everything up.

Public comment

The cars have been there for 60 years

Paul Hoadley made a motion, supported by Matt Cunningham to authorize Tim Berry or anyone else interested to go on Township property to remove parts from the abandoned cars as long as no vehicles are driven back there and the area is not rutted up. Motion carried.

PARK STAIRS – Ron stated that he investigated the request by an individual to obtain a set of stairs from Camp Sea-Gull. It is the set of stairs between cabin 4 & 5 and it is Ron’s opinion that we should keep the stairs for access to the beach area.

DEQ PERMIT SIGNATURE – Paul Hoadley made a motion supported by Marlene Golovich to accept the DEQ permit regulations for the boat launch and fishing pier that will allow the DEQ to give a permit to construct a fishing pier and boat launch at Camp Sea-Gull. Motion carried

Public comments

It is a typical request from the DEQ to require stones placed along seawalls. If there are not enough stones available on site stones will need to be brought in.

UPDATES - Bids are back on the proposed road work. Quarterline Rd came in \$40,000.00 under the engineer’s estimate and the bid for Bayshore came in \$2000.00 over. Ron and Marlene worked on the proposed budget. The Township received a very large FOIA request. The attorney has been consulted on this. Robbin asked who the group was that made the request. Ron stated he had no idea. The assessor’s job review has been done. Anne Kantola is taking a new position with the county and will no longer do the assessing for Hayes. Two people have already inquired about the job. Zoning Administrator job review will be done tomorrow.

Public comment

Do we have a road plan yet

Is it in the budget or not

No pacer report from the road commission yet

ASSESSOR JOB POSITION – Marlene Golovich made a motion, supported by Paul Hoadley to post the assessor job opening in the Petoskey News Review and the Charlevoix Courier.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

The Board consensus was that Ron & Paul would do the preliminary interviews of applicants. Marlene and Paul will work on the advertisement. The advertisement will also be posted on the Township web page and facebook page.

Public comments.

Bob Jess feels there was a violation of the Open Meetings Act per page 53 of the MTA book. At a recent Planning Commission meeting a quorum of the Township Board was present. The Clerk taking the minutes, the Trustee as a PC member and a Trustee in the audience made up the quorum.

Paul Hoadley stated there was no discussion between BOT members. He stated he only spoke during the public comment period.

Paul asked if every meeting could be posted that a quorum may be present.

Ron stated he does not want to see a quorum of the Board at all PC meetings. The BOT should not have adverse influence on the PC and committees. There are other options for Board members to address the PC, through there Board representative is one way. What happens if you are noticed as a property owner within 300 feet of a subject property. The Clerk was instructed to send an email to MTA for clarification on Board members speaking at PC meetings when a quorum of the Board is present.

Paul Hoadley made a motion, supported by Marlene Golovich to adjourn this meeting at 9:15p.m.

Respectively submitted

Marlene Golovich
Hayes Township Clerk

Minutes approved as written May 5, 2017